

**ISLAND COUNTY CIVIL SERVICE COMMISSION**  
P. O. BOX 5000 - COUPEVILLE, WA 98239-5000  
360-678-7975 – Please leave a message.  
Email Address: l.meehan@co.island.wa.us

**CIVIL SERVICE EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET**

**.50 ANIMAL CONTROL OFFICER, CAMANO ISLAND**

DEPARTMENT: ANIMAL CONTROL, ISLAND COUNTY SHERIFF'S DEPARTMENT

CLOSING DATE: Wednesday, April 13, 2016. Applications must be received and date stamped or postmarked by 4/13/16.

SALARY: PAY GRADE NR-7 -- \$16.36 per hour  
\$12,000. Life insurance. Eligible for PERS retirement.

HOURS OF WORK: Part-time - .50 position/20 Hours per week. Assigned flexible schedule, may include evenings, weekends, holidays and overtime. The current opening is on Camano Island.

**For additional information and application documents see**  
<https://www.islandcountywa.gov/HR/Pages/employment.aspx>

Employee in this position is expected to perform day to day duties specific to an Animal Control Officer as assigned. Qualified applicants will participate in the Civil Service Examination process.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lift and carry up to 70 pounds, dragging, pushing/pulling. Must be capable of applying physical strength in the apprehension, control and containment of animals. Must have ability to drive a County vehicle, including cars, trucks or vans.

**MINIMUM REQUIREMENTS TO APPLY:**

- Two (2) years of field experience providing Animal Control and/or Law Enforcement services.
- Law Enforcement Reserve Academy and Academy training desired; or any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities. Additional training or course work in law enforcement and/or experience with animals in an animal control environment may be considered toward meeting the above experience requirement. Successful completion of the WSCJTC Animal Control Officer Academy is highly desirable.
- United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.

**If selected for certification from an Eligibility Register, you will be required to meet the following SPECIAL REQUIREMENTS and satisfactorily complete a one-year probation period.:**

- Ability to successfully complete an Island County Sheriff's Office background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to employment.
- A valid Washington State driver's license and satisfactory driving record is required.

#### TO OBTAIN AN APPLICATION PACKAGE:

An electronic version of the application package can be found on the Island County Human Resources website - <https://www.islandcountywa.gov/HR/Pages/employment.aspx> . Application packages may also be obtained at the Island County Human Resources Office on the Coupeville Campus. If you obtain your application package from the Human Resources office, please contact the Civil Service Secretary at [l.meehan@co.island.wa.us](mailto:l.meehan@co.island.wa.us) with your email address so that you may be notified of updates or changes to the examination process.

#### APPLICATION PROCESS:

Your application materials including application forms, certificates, cover letter and resume will be evaluated as part of the Civil Service Examination process. Be sure to answer each question fully and clearly. Applications must be signed in ink. Pages that require a witness must be completed and signed - a Notary is NOT required. Be sure that your email address is legible. Unsigned or incomplete applications will not be accepted.

Your application should contain your complete work history, complete educational history, including courses of study and your complete history of training courses that directly affect your ability to perform as an Animal Control Officer. If applicable, include all military training courses. A copy of your military discharge form DD 214 Member Copy 4 is required if you are claiming Veterans' Scoring Criteria Status.

**All notifications regarding the Civil Service Examination process, including testing dates, times, scores and canvass for availability will be sent to you by email, unless you express a preference otherwise by written notice.**

After your application package has been reviewed you will be notified by email. Qualified applicants will participate in the Civil Service Examination process.

Your complete application package should be returned by U. S. mail to:

Island County Civil Service Commission  
Attn: Linda Meehan, Chief Examiner  
P.O. Box 5000  
Coupeville, WA 98239-5000

No faxed or electronic applications will be accepted. Applications must be received and date stamped or postmarked by 4/13/16.

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**